

AAOE Benchmarking Survey Checklist



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■ GENERAL PRACTICE INFORMATION AND PRIMARY CONTACT INFORMATION

- ☐ Name of practice
- ☐ Mailing address of primary location
- ☐ Name of practice administrator and managing physician
- ☐ Name, title, email, and phone number of primary contact for benchmarking survey

■ PROVIDER IDENTIFYING AND GENERAL INFORMATION

- ☐ NPI number or other identifier
- ☐ Practice specialty
- ☐ Owner/employed status
- ☐ Fellowship training status
- ☐ FTE status

■ PROVIDER PRODUCTIVITY

- ☐ Number of patient visits (new and return)
- ☐ Number of surgical cases (inpatient and outpatient)
- ☐ Number of injections
- ☐ Work RVUs
- ☐ Gross charges
- ☐ Net collections

■ PHYSICIAN COMPENSATION

- ☐ Basis for compensation
- ☐ Annual compensation
- ☐ ASC earnings
- ☐ Real estate earnings
- ☐ Hospital earnings
- ☐ Other compensation

☐ PHYSICIAN ASSISTANT AND NURSE PRACTITIONER COMPENSATION AND BENEFITS

- ☐ Base compensation
- ☐ Bonus compensation

☐ PRACTICE ADMINISTRATOR COMPENSATION

- ☐ Position
- ☐ FTE status
- ☐ Base compensation
- ☐ Bonus compensation
- ☐ Basis for bonus
- ☐ Other compensation

☐ PRACTICE ADMINISTRATOR BENEFITS

- ☐ Pension
- ☐ Health insurance
- ☐ Disability insurance
- ☐ Life insurance
- ☐ Car allowance
- ☐ Professional development

☐ EMPLOYEE SALARIES AND FTES

- ☐ Revenue Generating Staff
 - ☐ Physician Assistants
 - ☐ Nurse Practitioners
 - ☐ Other revenue generating staff
- ☐ Medical/Technical Staff
 - ☐ X-Ray technicians
 - ☐ Cast technicians
 - ☐ MRI technicians
 - ☐ Other medical/technical staff
- ☐ Employment Taxes
- ☐ Clinical Support Staff
 - ☐ Registered nurses
 - ☐ Licensed practical nurses
 - ☐ Medical assistants/nurses aides
 - ☐ Athletic trainers
 - ☐ Other clinical support staff
- ☐ Patient Care Support Staff
 - ☐ Medical receptionists
 - ☐ Medical secretaries/transcribers/scribes
 - ☐ Medical records
 - ☐ Other patient care support staff
- ☐ Employee Benefits

■ EMPLOYEE SALARIES AND FTES

(continued)

- ☐ Business Operations Staff
 - ☐ General administrative
 - ☐ Patient accounting/billing
 - ☐ General accounting
 - ☐ Technology staff
 - ☐ Marketing
 - ☐ Other business operations staff
- ☐ Physical Therapy Staff
 - ☐ Physical therapist
 - ☐ Occupational therapist
 - ☐ Certified athletic trainer
 - ☐ PT/OT technical
 - ☐ Physical therapist assistant
 - ☐ Occupational therapist assistant

■ EXPENSES

- ☐ Medical Expenses
 - ☐ Medical equipment
 - ☐ Medical supplies
 - ☐ Drugs
 - ☐ Other
- ☐ Technology Expenses
 - ☐ Computer hardware
 - ☐ Software
 - ☐ Telephone
 - ☐ Outsourced IT/technology services
 - ☐ Other
- ☐ Professional/Outsourced Services Expenses
 - ☐ Billing
 - ☐ Accounting
 - ☐ Transcription/scribes
 - ☐ Collections
 - ☐ Legal
 - ☐ Other
- ☐ Other Expenses
 - ☐ Interest
 - ☐ Depreciation
 - ☐ Charitable contributions
 - ☐ Corporate income tax
 - ☐ Other
- ☐ Facility Expenses
 - ☐ Facility
 - ☐ Utilities
 - ☐ Maintenance
 - ☐ Other
- ☐ Marketing Expenses
 - ☐ Marketing
 - ☐ Outsourced marketing services
- ☐ Office Expenses
 - ☐ Supplies
 - ☐ Mailing/delivery
 - ☐ Furniture and equipment
 - ☐ General insurance
 - ☐ Personal property tax
 - ☐ Other
- ☐ Insurance and Officer Compensation
 - ☐ Malpractice insurance
 - ☐ Physician officer/medical director compensation

☐ REVENUE

- ☐ Net patient revenue
- ☐ Other revenue

☐ REVENUE BY PAYER

- ☐ Gross charges
- ☐ Contractual adjustments
- ☐ Net collections

☐ INSURANCE AND PATIENT BALANCES IN ACCOUNTS RECEIVABLE

- ☐ 0 – 30 days
- ☐ 31 – 60 days
- ☐ 61 – 90 days
- ☐ 91 – 120 days
- ☐ Greater than 120 days

☐ SQUARE FOOTAGE AND NUMBER OF OFFICE LOCATIONS

- ☐ Orthopaedics
- ☐ MRI
- ☐ PT/OT

☐ UTILIZATION OF X-RAYS, MRI, DXA, PT/OT, AND DME *(Including Orthotics and Prosthetics)*

- ☐ Number of machines (X-Ray, MRI, and DXA)
- ☐ Number of patients
- ☐ Volume
 - ☐ X-ray – number of studies
 - ☐ MRI – number of scans
 - ☐ DXA – number of tests
 - ☐ PT/OT – number of visits
 - ☐ DME – number of units sold

■ AVAILABILITY OF ANCILLARY SERVICES

- ☐ Rheumatology
- ☐ Drug dispensing/pharmacy
- ☐ Lab services
- ☐ Toxicology
- ☐ Urgent care center
- ☐ After hour clinic
- ☐ Bone density testing
- ☐ Fluoroscopy
- ☐ Ultrasound guided injections
- ☐ Diagnostic ultrasound
- ☐ Pain management
- ☐ Spine stimulators
- ☐ Concussion program
- ☐ Stem cell injections
- ☐ PRP injections

■ AMBULATORY SURGERY CENTER (ASC) OWNERSHIP

- ☐ Number of facilities majority or partially owned by practice owners
- ☐ Ability to make purchasing decisions
- ☐ Total joint replacements in the ASC

■ RECRUITMENT SALARIES AND ASSISTANCE

- ☐ Starting salary
- ☐ Signing bonus
- ☐ Moving expenses
- ☐ Hospital assistance
- ☐ Salary guarantees
- ☐ Bonus determination

■ ADDITIONAL RECRUITMENT QUESTIONS

- ☐ Ownership timeline
- ☐ Did you lose candidates to a hospital
- ☐ Compensation for physician president/chair of board of directors
- ☐ Compensation for other administrative physicians

■ END OF CAREER

- ☐ Age physicians must notify practice of anticipated retirement
- ☐ Advance notice for retirement
- ☐ Slow down plan
- ☐ Age able to elect off emergency department call
- ☐ Age able to elect off of group call
- ☐ Age at which physicians must undergo a cognitive and physical exam

■ CALL DATA

- ☐ Call type
- ☐ Annual call payments
- ☐ Weekday call payments
- ☐ Weekend day call payments
- ☐ Payment units for on call payments (i.e. per hour, per night, per day)
- ☐ Amount group receives for on call coverage

■ GOVERNMENT AFFAIRS DATA

- ☐ Malpractice insurance coverage limit
- ☐ Malpractice insurance deductibles
- ☐ Malpractice insurance type
- ☐ EMR certification year
- ☐ EMR interoperability status
- ☐ Quality initiatives participating in
- ☐ Telemedicine services
- ☐ Co-management agreements
- ☐ Practice real estate

■ DATABASES AND INFORMATION SYSTEMS USED

- ☐ Practice management system vendor
- ☐ EMR vendor
- ☐ Accounting software vendor
- ☐ Data analytics vendor
- ☐ Payroll vendor
- ☐ PACS vendor

